



"Things that can't go on forever-won't."

- Herbert Stein, economist

Purchasing Update

Division of Purchasing, Idaho Department of Administration

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Requisition Deadline for FY2003

All requisitions, including specifications and any required approvals for purchases to be made from FY2003 funds must be received by the Division of Purchasing by April 18, 2003 to ensure that all bidding procedures can be followed and the funds encumbered prior to June 30. Please review your needs and submit purchase requisitions as soon as possible prior to April 18th.

Legislative Update

Idaho Code 67-2024 has been revised to allow for the adoption of policies and procedures rather than rules for how surplus personal property is disposed. Look for the State Board of Examiners to adopt new internal management policies and procedures in the future.

House Concurrent Resolution No. 26 has become law. It encourages state agencies to consider the purchase and use of recycled oil.

Section 28-50-107, Idaho Code has been amended to provide that any notice or record required to be sent by certified mail may be transmitted electronically if the recipient has given consent.

Contract Updates

Contract BPO01344 and BPO01345 (formerly BPO01127) – MMCAP Pharmaceuticals – Cardinal Health. This contract has been extended for one year commencing May 1, 2003. Eligible medical facilities must be members of MMCAP (Minnesota Multistate Contracting Alliance for Pharmaceuticals) to participate in this contract. Contact Frank Pierce, fpierce@adm.state.id.us for information.

Contract BPO01343 (formerly BPO01126) – MMCAP Pharmaceuticals – Direct Purchases from Various Manufacturers. This contract has been extended for one year commencing May 1, 2003. Eligible medical facilities must be members of MMCAP (Minnesota Multistate Contracting Alliance for

Pharmaceuticals) to participate in this contract. Contact Frank Pierce, fpierce@adm.state.id.us for information.

Contract SBPO1106 (formerly SBPO1016) – Office Supplies – Boise Office Solutions. The Office Supply Contract with Boise Office Solutions (aka Boise Cascade Office Products) was extended for another year to expire February 29, 2004. Additionally, effective 4/1/03, some pricing changes were implemented.

In summary, the catalog discount increased from 42% off list to 50% off manufacturer list, toner and ink jet cartridges are available (optional contract use) at a 35% discount from manufacturer list, standard use items were increased in price by 4%, and continuous form computer paper (previously covered by Contract SBPO 4 with Weyerhaeuser - aka Willamette Industries) is available under the office supplies contract at 70% discount from manufacturer list price.

Details of the changes are as follows:

1. The 2003 Boise Office Solutions' catalog has superceded the 2002 Boise Cascade Office Products' catalog. Effective April 1, 2003, the catalog Contract discount increased from 42% off the prices in the 2003 Boise Office Solutions' catalog to 50% from manufacturer's list price in effect at the beginning of each calendar quarter (April 1, July 1, October 1, and January 1). Product pricing (subject to the previous product and/or category exclusions) shall be the Contract price in effect at time of receipt of the State's order. Contractor may offer alternate discounts by category or net prices for Contract excluded products.

2. Effective April 1, 2003, toner and ink jet cartridges shall be priced at 35% from manufacturer's list price (adjusted quarterly as described above), but subject to a 1% cost floor (this would move any items at 35% off list that fall below Contractor's cost to Contractor's cost plus 1%.

3. Effective April 1, 2003, Continuous Form paper is removed from Exhibit A (Exception Listing to Office Supplies Contract) and added to the Contract at a 70% discount from manufacturer's list price (adjusted quarterly as described above).

4. Effective April 1, 2003, pricing for all items on Exhibit B, Parts 1 and 2 (Standard Use Items and Extended List-Standard Use Items) dated January 1, 2001, is increased 4%.

Auto Glass Replacement Contracts. All Auto Glass Replacement Contracts were extended for another year to expire May 9, 2004.

- SBPO 1108 - Safelite Autoglass (Zones 1,4,5)
- SBPO 1109 - Cascade Auto Glass (Zone 2)
- SBPO 1110 - Intermountain Auto Glass (Zone 3)
- SBPO 1111 - E I Fuel Injection & Turbo Service (Zone 6)

Contract SBPO1113 (formerly SBPO1054) – Business Cards – Stylart. This contract has been extended for one year expiring June 30, 2004. There is no change in prices or terms and conditions.

Court Reporting Price Agreements. All Court Reporting Price Agreements were extended for another year to expire March 31, 2004.

- SBPO 1021 - Tucker & Associates (Zones 3,4)
- SBPO 1022 - M D Willis (Zone 3)
- SBPO 1023 - Associated Reporting (Zones 3,4)
- SBPO 1024 - Hedrick Court Reporting (Zone 3)
- SBPO 1025 - CSB Reporting (All Zones)
- SBPO 1026 - Clearwater Reporting (Zones 1,2)
- SBPO 1027 - M & M Court Reporting (Zones 1,2,3,4)

Contract SBPO1105 (formerly SBPO 167) – Forms - Carbonless Preprinted, Cut Sheet – Progressive Printing (formerly Conti Graphics). This contract has been extended for one year commencing May 1, 2003. Prices for carbonless cut sheet forms (paper portion only) have been increased by 2%. Please note the vendor name and address change.

Contract SBPO1014 – Photographic Film & Supplies – Camera Boutique. This contract has expired and will not be renewed or rebid. Steadily decreasing volume (probably due to the increased use of digital cameras) has reduced the need for this contract. Agencies may continue to purchase from Camera Boutique at discounted rates or purchase their film requirements from any source they choose. Normal purchases rules regarding small purchases apply.

Potential Air Travel To Sandpoint

Salmon Air has proposed regular air service between Boise and Sandpoint, Idaho. Salmon Air is conducting a survey to see if a demand truly exists for this service. Please see the letter of support from Lieutenant Governor James E. Risch and survey from the Sandpoint Air Service Committee at the end of this newsletter.

Disadvantaged Business Enterprises Orientations

The Disadvantaged Business Enterprises program (DBE) program, administered by the Idaho Department of Transportation, is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and for helping them improve their business efficiency and flexibility. DBE orientation programs are presented in cities across the State each spring. In addition, representatives from the Idaho Department of Commerce's Idaho Business Network, the Idaho Division of Purchasing, the Idaho Small Business Development Centers, the US Small Business Administration and the Women's Business Center will be on hand at many or all of the locations to give presentations on their many services and benefits to small businesses. There is no charge or fee for vendors to attend these orientations. More information is available at: <http://www2.state.id.us/itd/civil/recruit.htm>

Please feel free to encourage local small businesses you do business with to attend one of these informative sessions. Personnel from state and public agencies wishing to learn more about these programs may also attend.

DBE Locations, Dates & Times

Boise – April 17, 8 AM-12:30 PM

Womens Business Center, 119 N 9th Street - Lower Level, Boise

Post Falls – April 30, 8 AM-Noon

Workforce Training & Community Education Center, North Idaho College
525 W. Clearwater Loop, Post Falls, ID

Lewiston – May 1, 8 AM-Noon

Lewis-Clark State College, Student Union Bldg, Room 225, Lewiston, ID

Idaho Falls – May 7, 8 AM-Noon

Idaho Innovation Center, 2300 N Yellowstone Highway, Idaho Falls, ID

Pocatello – May 8, 8 AM-Noon

Idaho Small Business Development Center, 1651 Alvin Ricken Dr., Pocatello, ID

Twin Falls – May 9, 8 AM-Noon

College of Southern Idaho, 315 Falls Ave
Taylor Bldg, 2nd Floor, Room 227, Twin Falls, ID



Governor's Business Opportunity Conference

The Idaho Business Network's fifteenth annual Governor's Business Opportunity Conference will be held May 21, 2003 at the Boise Center on the Grove. If you are not familiar with this event, it is a reverse trade show where state and federal agencies and large corporations set up booths and the business community comes to see us. Last year IBN boasted that more than 200 small businesses attended the conference. It has become a great opportunity for small, woman-owned, and disadvantaged businesses to meet one-on-one with buyers. There is no fee for buyers. The IBN provides booth space, company sign cards, skirted tables and chairs, all at no cost. There is even a hosted buyer's banquet the evening of May 20. If your agency, city, county, school district, or other public entity would like to participate in this event or need more information contact Larry Demirelli at 208-334-2470 or ldemirel@idoc.state.id.us.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact:

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OFFICE OF THE LIEUTENANT GOVERNOR

April 7, 2003

Dear State Agency Heads and Personnel:

As you know the Governor and I strongly support the current initiative to link Sandpoint with Boise via commercial air service provided by Salmon Air. The benefits of convenience and economy are as obvious for State Agencies and State employees as they are for business and recreational travelers. Further, the beneficial implications of tying the north and the south together with this service is of great merit. The potential outcome for positive economic development in the north is substantial.

While the initial service may carry some conditions at first, such as an aircraft that is somewhat slower and non-pressurized, those conditions are in all likelihood necessary to get the service up and going.

Thus far, despite extensive efforts, no major carrier has even considered establishing this service, primarily because it is believed by some that it will not be supported by the public. Evidence gathered by an aviation consultant employed by the Sandpoint Air Service Committee shows that the demand does exist based on the high number of people traveling between Sandpoint and Spokane for air service to and from Boise. Salmon Air, an Idaho company with great faith in the potential for this service, has said if the high demand can be validated by pledges or otherwise, they will commence service by mid May. If demand is not validated, Salmon cannot begin the routes. Hence, it is vital that we find if the demand truly exists as soon as possible.

Since State Agencies are generally prohibited from pledging to purchase in advance, the attached form has been developed which will enable the Sandpoint Air Service Committee to gauge and forecast (rather than pledging) annual travel requirements between Boise and Sandpoint. This will be regarded by Salmon Air as a statement of interest. It is merely an estimate to be used to estimate how much the service will be utilized. It in no way commits any agency or the state.

Your participation is voluntary of course, but we would urge your agency to support this initiative. We ask that you take the time to fill out the form, being careful to include your annual travel requirements to the north, and fax them to: ATTN: Rich Faletto, Sandpoint Air Service Committee, 208-263-1858 as soon as possible.

Time is of the essence and therefore your swift attention would be appreciated. Thank you for your assistance.

Very Truly Yours,

James E. Risch
Lieutenant Governor

ESTIMATED USE FORM FOR GOVERNMENT AGENCIES

Boise – Sandpoint Air Service



Salmon Air Service: *Sandpoint to Boise*

Our Goal: In order to support the initiation of new non-stop commercial airline service from Sandpoint to Boise on Salmon Air, the Sandpoint Air Service Committee is utilizing an estimated use form.

How it Works: Federal, State and Local government agencies with an interest in air service at Sandpoint can use this form to estimate the number of tickets they may purchase on the new flights once service begins. As is standard throughout the country, government agencies generally do not have the ability to pre-purchase tickets in advance of service to support initiatives such as this Sandpoint Pledge Drive. However, government agencies will play an important part in the overall success of the new routes, and therefore, the estimates of use will factor into the decision as to whether to offer service.

Why Submit an Estimate?: While government estimates cannot represent a binding commitment and may not be counted towards the overall goals set by the Committee, they will be strongly considered in deciding whether to begin service. So participation by government agencies can make a difference. But remember, the success and retention of this service depends on an accurate estimate of tickets likely to be purchased by your agency, so error on the side of conservatism.

The Costs: Once service begins, fares to Boise will be priced from \$195 to \$250 based on advance purchase requirements and seat availability. There are no Saturday night stay requirements.

The Benefits: Sandpoint gets its first commercial airline service. Your agency assists in making this happen.

Your Estimate of Use for Boise-Sandpoint Air Service

Government Agency: _____

Authorizing Signature and Date: _____

Agency Address: _____

Agency Phone Number: _____

Agency E-Mail Address: _____

Number of Round Trip Tickets Estimated to Use in the Next 12 Months: _____

Thanks for helping us get flights to Sandpoint!